



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

JUN 26 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/SG  
110 Luke Avenue, Room 400  
Bolling AFB, DC 20332-7050

SUBJECT: Health Insurance Portability and Accountability Act (HIPAA)  
Implementation and Appointment of Privacy Officer

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) establishes rules to ensure the privacy and security of medical information. Compliance with the HIPAA Privacy Rule is required by 14 April 2003, and implementation will affect everyone who handles patient information.

In order to comply with HIPAA and create a focal point for privacy issues, each MAJCOM should appoint, in writing, a HIPAA Implementation Coordinator and a Privacy Officer and direct each of your MTFs do the same. The Privacy Officer should be of sufficient rank and experience to positively influence timely compliance with the HIPAA Privacy Rule. I would suggest someone such as the Administrator or Risk Manager for this role.

Each MTF should also establish a HIPAA Implementation Team. The Team should be composed of the Implementation Coordinator, the Privacy Officer, the Medical Information Systems Readiness Team (MISRT), and others as appropriate. General responsibilities for these roles can be found in the TMA memo (Atch 1), the Privacy Officer and HIPAA Implementation Team Instructions (Atch 2), and the Sample Charter (Atch 3).

Please forward the names of your MAJCOM and MTF HIPAA Implementation Coordinator and Privacy Officers to Major Stephen Greentree, HQ USAF/SGMA, by 15 July 2002. He can be reached at (703) 681-4445 ext. 3046 or e-mail [Stephen.Greentree@pentagon.af.mil](mailto:Stephen.Greentree@pentagon.af.mil).

A handwritten signature in black ink, reading "Paul K. Carlton, Jr.", is positioned above the typed name.

PAUL K. CARLTON, JR.  
Lieutenant General, USAF, MC, CFS  
Surgeon General

Attachments:

1. TMA Privacy Officer Appointment Memo w/atchs
2. Privacy Officer and HIPAA Implementation Team Instructions
3. Sample Charter

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